

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #14
29 March - 5 April 1956

DATE: 5 April 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 27 March there were 26 people in Clerical Induction Training, and 19 people in Clerical Orientation.

(2) Clerical Refresher #58 began on Monday, 26 March, with 61 students enrolled from the following Agency components: DD/P - 18; DD/I - 20; DD/S - 23.

(3) [] has been enrolled in the Basic Orientation Course beginning on 2 April.

b. Orientation and Briefing

(1) The CIA Introduction was conducted on 29 March for an audience of 75 CIA employees, including 16 from DD/P; 42 from DD/S; 10 from DD/I; and 7 from the Office of the DCI.

(2) On Tuesday, 27 March, the sixth Departmental Briefing was conducted for 49 persons of State, Army, Navy, Air Force, and NSA. Mr. [] formerly AD/Personnel and recently returned to the Agency, attended as a special guest. The DDCI presented the introductory address.

(3) The nineteenth CIA Review was conducted in the afternoon of 27 March, with 16 persons in attendance.

(4) The fourteenth Dependents' Briefing was conducted on Monday and Tuesday afternoons, 2 and 3 April, with fifty-one in attendance.

c. Basic Orientation

(1) Basic Orientation #28 began on Monday, 2 April, with 79 students enrolled. The majority of students are from DD/I and DD/S; one is from AFOIN and one from NSA.

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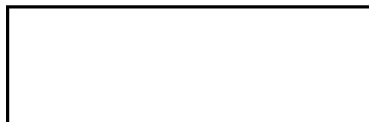
(2) [] began the Operations Familiarization Course on Monday, 2 April.

d. Management Training

(1) On Friday, 22 March, [] attended a one-day session sponsored by the Training Officers' Conference on the subject of Recent Developments in Research Applicable to Training. Of the four sessions, the two on "Problem Solving and Creative Thinking" and "Research in Motivation" had the most application to Management Training. A session on "Research in Performance Measurement" proved disappointing.

e. Administrative Training

(1) The Finance Handbook was returned to Administrative Training from the General Counsel's Office, accompanied by two pages of comments. Changes have been made in accordance with these suggestions, and reasons submitted where changes could not be made. The handbook has been returned to [] so that formal approval can be obtained from the General Counsel.



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